



Position:	Head of Finance
Responsible to:	Director of Finance
Location:	Country Office, Abuja
Grade:	9
Line Management:	Sponsorship Finance Manager, Partnership Manager and Treasury Advisor

Job Purpose

The position holder will be a member of ActionAid Nigeria (AAN) Country Management Team (CMT) and be responsible for day to day effective and efficient operation of AAN finance unit. S/he will provide management with relevant financial information to assist in the smooth running of the organisation.

Broad goals:

- Ensure maintenance of financial integrity of the organisation.
- Ensure improvement and compliance with organisational policies and procedures and professional standards.
- Ensure compliance with relevant laws at the local and international levels.
- Ensure capacity building of finance and non-finance staff within the organisation and partner organisations.
- Ensure effective process of budgets and budgetary controls.
- Ensure meeting organisational accountabilities both internal and external.

Main responsibilities:

- Support in designing, installing, implementing and maintaining adequate accounting and internal control systems.
- Liaise with internal and external auditors to ensure that audit timetables and guidelines are adhered to as well as provide support to Grant, Sponsorship and Project Accountants (as maybe necessary) on all project audits
- Participate actively in budget and planning processes for AAN and partners; and take a lead in central cost (National Office) budget; prepare monthly, quarterly as well as mid-year forecasts.
- Coordinate the preparation and approval of annual budget and ensure the budget is uploaded into the SUN accounting system by December of the current year.
- Prepare monthly and quarterly management accounts for Country Management Team (CMT) and other stakeholders.
- Support the Director of Finance in preparation of the Annual Finance Report and Statutory Report.
- Carry out quality control checks by ensuring that:
 - Donor agencies' financial reports are timely, correctly formatted and contains relevant entries.
 - Payment of invoices and other requests are timely and in accordance with AAN policies and procedures.
 - Effective and Efficient management of cash and bank accounts.
 - Valid input data are entered into the accounting systems.
 - Remittances of statutory returns are made to the relevant authorities.

- Highlight as part of monthly management accounts key audit recommendations for implementation.
- Review monthly payroll variance control report and ensure salary is paid on stipulated date in line with AAN policy.
- Coordinate preparation of weekly treasury position (Cash/Bank balances).
- Provide capacity building to finance and non-finance staff of AAN and partner organisations.
- Process inter Country Programme transactions and ensure such is posted immediately the information is received.
- Ensure daily database back up of the SUN systems.
- Ensure that the filing systems (soft and hard) are created and maintained and could be easily accessed and referred to.
- Represent AAN in local and international conferences and workshops as appropriate.
- Take up any other responsibilities as assigned by line manager

Internal Relationships: Entire AAN staff

External Relationships: Partners, Relevant Government Agencies, external auditors, Donor Community, INGO Community and other stakeholders.

Persons Specification

Attributes/Skills	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • First degree in Accounting/Finance • Masters' degree in relevant field • Nationally recognised Professional Accounting Qualification 	
Experience	<ul style="list-style-type: none"> • At least 10 years post NYSC experience • At least 6 years post professional qualification experience with 3 years in a senior position • Experience in implementing financial control systems • Experience in using SUN Accounting Systems & Spreadsheets 	<ul style="list-style-type: none"> • Experience in working with International development agencies in a similar position. • Audit firm experience • Experience of working with different cultures and nationalities.
Skills/Abilities	<ul style="list-style-type: none"> • Excellent management & leadership skills • Excellent skills in facilitation and capacity building for inter-linkages between staff, partners & stakeholders • Ability to work without supervision • Ability to work under pressure • Ability to multitask 	

	<ul style="list-style-type: none"> • Negotiation skills • Ability to interface effectively with other members of staff and solve problems using own initiative • Demonstrable versatility in use of Microsoft offices 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal and communications skills • Accuracy and attention to details • High integrity • Willingness to work additional hours when necessary • Ability to effectively promote AAN's values, vision and mission 	•

Signed by: _____
Head of Finance

Signed by: _____
Director of Finance